

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the purchase of a vehicle for [specific purpose or department] at [Your Company Name]. After careful consideration and research, we have identified [Vehicle Make and Model] as the ideal choice due to [brief reason for selection].

The specifications and features of this vehicle align with our requirements, including [list key features or benefits]. Additionally, the estimated cost is [total cost], which falls within our budget for this fiscal year.

I would appreciate your prompt attention to this request and any necessary documentation to initiate the purchase process. Please let me know if you require further information or if there is a specific procedure we need to follow.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]